

Eligible lists.

(4) For the creation of eligible lists upon which shall be entered the names of the successful applicants in the order of their standing in the competitive tests and without reference to the time of the test.

Rejection of applicants.

(5) For the rejection of applicants or eligibles who do not satisfy reasonable requirements as to age, sex, physical condition and moral character or who have attempted deception or fraud in connection with any test or their application therefor.

Certification of three highest eligibles.

(6) For the certification to the appointing authority, from the appropriate eligible list, for filling a vacancy in the competitive class, of the three names standing highest in such list.

Temporary employment without tests.

(7) For temporary employment without test, in the absence of an eligible list; but no such temporary employment shall continue after the establishment of a suitable eligible list nor for more than sixty days.

Transitory employment without tests.

(8) For temporary employment for transitory work without test, but such employment shall require the consent of the director of civil service in each case, and shall not continue for more than sixty days nor be renewed.

Non-competitive tests.

(9) For non-competitive tests for appointments to positions designated by the manager and approved by the civil service board and requiring peculiar and exceptional qualifications of a scientific, managerial, professional or educational character.

Promotional tests.

(10) For promotion based on competitive tests and upon records of efficiency, character, conduct and seniority.

Transfers within same class.

(11) For transfer from a position to a similar position in the same class and grade.

Reinstatements.

(12) For immediate reinstatement at the head of the eligible list of persons who, without fault or delinquency on their part, are separated from the service or reduced in rank.

Suspensions.

(13) For suspension for purpose of discipline, with or without pay, for not longer than ninety days, and for leave of absence with or without pay.

Discharge or reduction in rank.

(14) For discharge or reduction in rank or compensation after the person to be discharged or reduced has, if he so request, been presented by the person responsible for his appointment with the reasons therefor specifically stated in writing and has been given an opportunity to be publicly heard in his own defence by the civil service board. The written reasons for such discharge or reduction and any reply in writing thereto by any such officer or employee shall be filed with the department of civil service.

Efficiency investigations and records.

(15) For investigation and keeping a record of the efficiency of officers and employees in the classified service, and for re-